

D4/M  
RMS

Sanitized - Approved For Release :  
CIA-RDP70-00211R000200180111-6

Chief, Management Staff

14 February 1958

Chief, Records Management Staff

Weekly Report - Week Ending 12 February 1958

1. Contributions

a. Tangible

- (1) The Records Center received 106 cu. ft. of inactive records. These came from ten different offices and is indicative of increased overall interest in records disposition.
- (2) The Records Center destroyed 234 cu. ft. of records.

25X1A13a

[REDACTED]  
Staff were required to accompany this material  
from [REDACTED].

25X1A6a

- (3) Completed the evaluation of an Employee Suggestion and recommended that existing charge-out forms for files be used in lieu of the one proposed.

- (4) Distributed approximately 50 booklets, So You Have A Space Problem, at the County Fair in Hill Building. A telephone call from a person who received one of these pamphlets indicated that it has aroused the kind of interest that we like.

- (5) Completed 17 new and revised forms. Included were two which resulted from the survey now being conducted in the Printing Services Division.

25X1A6d

- (6) Completed a revised Records Control Schedule for the [REDACTED] and the Personnel Section /JIR.

25X1A9a

- (7) In collaboration with the Custodian of the Vital Materials Repository [REDACTED], streamlined some of the procedures in connection with the maintenance and accountability of vital records as follows - reduced the frequency of the machine tabulated availability register from monthly to quarterly; eliminated key punching for a substantial number of intelligence materials; eliminated key punching on certain types of cables.

These changes in procedure will reduce the man hours

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3. Intangible

None

2. Assignments - Active

a. Audit of Records Control Schedules.

(1) Office of Personnel.

25X1A8a

(2) Office of Operations [REDACTED]

(3) OMR. See 1.a(6).

(4) Office of M/S. Inventory of records completed.  
Revised schedule will now be prepared.

b. Installation of Filing Systems.

(1) Installation in Geographic Areas, ODC continuing.

(2) Office of Personnel.

c. Audit of Filing Installations.

(1) Office of Personnel.

(2) Building Planning Staff.

d. Twenty-one new and revised forms in process.

e. Revision of Travel Order No. 540. *Forms*

f. Forms Management Survey, Printing Services Division.

g. Shelf File Installations.

(1) Map Library/ODC.

(2) [REDACTED]

(3) Library/ODC.

h. File Index, Graphics Register, Special Card File.

Modification of specialty type file equipment to meet  
Security requirements needed.

i. Filing System for Biographic Profile.

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3. Apparatus - Inactive

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a. [REDACTED] Space Layout and Equipment Survey.

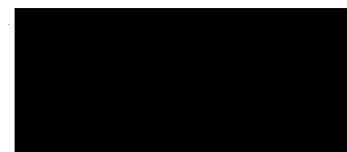
b. Industrial Register, Shelf File.

c. Security Office, Shelf File.

4. Survey Vital Personnel Records -

Name

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25X1A9a

Mgt/

(14 Feb '58)

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